

# Employee Handbook Series

## *Building Relationships with Your Employees*

### AN EFFECTIVE EMPLOYEE HANDBOOK...

- ...saves your business from legal proceedings and safety hazards.
- ...establishes clear communication, expectations and guidelines.
- ...benefits all employees of your business or organization.

**DATES:** Every Tuesday for 10 weeks  
September 30 thru December 2, 2008

**TIME:** 8:00 am - 10:00am

**LOCATION:** Flathead Valley Community College  
Arts & Technology Bldg, Room 236  
The First Interstate Workforce Training Lab

**COST:** \$250 for up to 2 individuals  
from the *same* organization

**FOR MORE INFORMATION CONTACT:**  
Cindy Carpenter: 871.2574  
ccarpenter@centurytel.net or  
www.employflathead.com

**REGISTER:** FVCC Continuing Education Center  
406.756.3832 or ceinfo@fvcc.edu

### THE EMPLOYEE HANDBOOK SERIES:

- Is an educational process to support your completion of an employee handbook.
- Guides you step-by-step to create a handbook that is customized to your business or organization.
- Includes employment law attorney, Dan Johns, to discuss & emphasize the importance of a legal review of your handbook.
- Utilizes proprietary software.

**Limited Space Available  
Pre-registration Necessary**

### WHO SHOULD ATTEND?

**If you are in a position to determine or enforce employment-related policies and procedures or would be responsible for drafting employment related policies and procedures, this is for you!**

### PRESENTER - CINDY CARPENTER



Cindy Carpenter, Owner of Cindy Carpenter Business Services, Inc., is a certified Senior Professional in Human Resources (SPHR) with over 25 years of training experience. Cindy is an adjunct faculty member for Workforce Training at Flathead Valley Community College and a former instructor for the American Institute of Banking (AIB). Her work has included training on performance appraisals, diversity, team building and leadership, as well as DISC analysis, focus group facilitation, assistance with creating business plans and coaching. Cindy served as Senior Vice President of Human Resources for a banking institution with 200 employees in 11 offices from Libby to Butte for eight years in addition to co-owning a family auction business.

A University of Montana graduate in Business Education, Cindy brings a healthy combination of training, education, business ownership and actual workforce development experience to your company.

### SPONSORS



**Flathead One Stop  
Workforce Center**

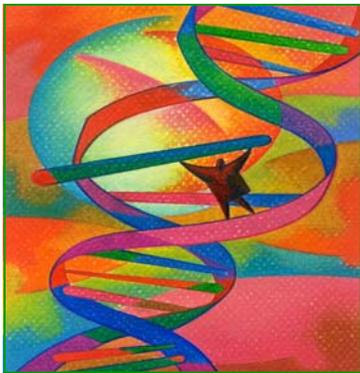


Flathead Job Service  
Employers' Council



Flathead  
Trainers & Educators  
Consortium

### PROGRAM SUPPORTERS



# Employee Handbook Series

## Building Relationships with Your Employees

# 2008

**APPLIED FOR...**  
...general PHR/SPHR or GPHR recertification credits for completion of 10 week Series from The Society for Human Resource Management.

### Mark Your Calendar

**September**

**30th**

**October**

**7th**

**14th**

**21st**

**28th**

**November**

**4th**

**11th**

**18th**

**25th**

**December**

**2nd**

### Topics Will Include...

- Need for handbook
- Initial Employment Period
- Nature of Employment
- Business Ethics and Conduct
- Job Posting
- Access to Personnel File
- Employment Applications
- Performance Evaluations
- Job Descriptions
- Types of Benefits Granted
- Vacations
- Holidays
- Health Insurance
- Employment Termination
- Safety
- Work Schedules
- Use of Equipment and Vehicles
- Computer Usage and Email
- Workplace Violence Prevention
- Medical Leave
- Employee Conduct and Work Rules
- Drug and Alcohol Use
- Sexual and Other Unlawful Harassment
- Attendance and Punctuality
- Resignation
- Progressive Discipline
- Problem Resolution
- Workplace Etiquette
- Suggestion Program
- Guest Speaker – Legal Considerations
- Review of forms that can be used
- Available Resources
- How to Implement a new or revised Employee Handbook

...and much more!



**Flathead One Stop  
Workforce Center**

CO-SPONSORED BY:

Flathead Valley Community College  
Flathead One-Stop Workforce Center  
[www.employflathead.com](http://www.employflathead.com)

Detach and return with payment to:

**Flathead Valley Community College**

777 Grandview Drive Kalispell, MT 59901  
or fax to 756.3351



To register contact:

FVCC Continuing Education Center  
756.3832 or [ceinfo@fvcc.edu](mailto:ceinfo@fvcc.edu)

Organization

Address

City, State, Zip

Phone

Email

Names of Participants:

**REGISTER: Up to 2 individuals  
from the same organization**

**\$250.00**

#### PAYMENT METHOD:

Check (payable to Flathead Valley Community College)

Visa     MasterCard     American Express

Account Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Card Holder's Signature: \_\_\_\_\_

Bill my employer (Include authorization letter from company official & below info if different from info provided at left).

Organization: Name                      Address                      City                      State                      Zip